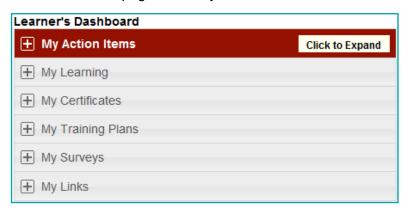
The TRAIN Florida My Learning tool is one of the primary tools you will use regularly in TRAIN Florida.

This tool gives you an easy access point to manage your training courses, by listing the last six (6) courses you have interacted with, both ones in progress and completed. It also provides access to your TRAIN Transcript as well as to a list of your current incomplete courses.

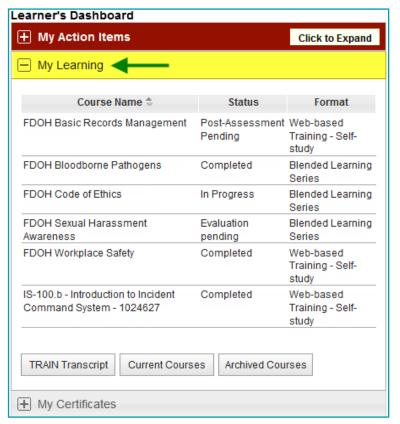
The following steps will help you locate, and manage the features within the My Learning tool.

Step 1: Log in to TRAIN Florida

Step 2: On your TRAIN Florida home page - locate your learner Dashboard.



Step 3: Click on the **My Learning tile** to open the menu.





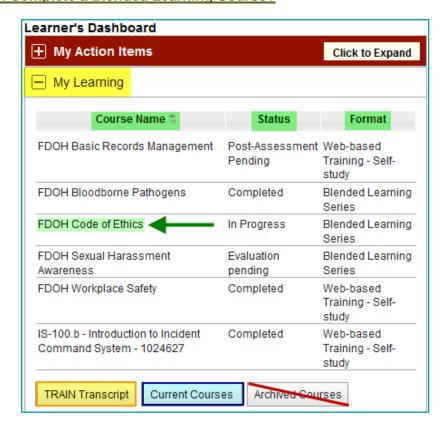




Step 4: The My Learning tool menu will show a list of six courses you have recently accessed.

It will show you the course name, status, and format of the training. The status of the courses may range from In Progress, Post-Assessment Pending, Evaluation Pending, to Completed. You can <u>access these courses</u> by clicking on the **Course Name**.

For detailed information on how to manage your TRAIN Florida courses, use these links to the learner question and answer documents: How do I Manage a TRAIN Florida Course? and How do I Complete a Blended Learning Course?

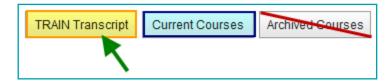


From this tool, you also have access to your **TRAIN Transcript** – the official listing of all of your completed courses, and your **Current Courses** – the listing of all incomplete or in progress courses.

NOTE: Disregard the Archived Courses button, it is not a function used by the DOH.

Step 5: To Access your TRAIN Transcript

Click on the **TRAIN Transcript** button.

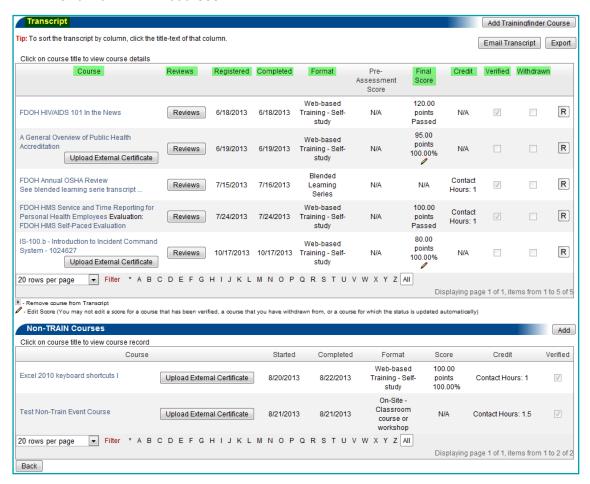






You will be directed to the Transcript page.

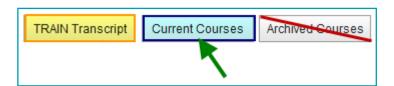
This is the <u>official listing</u> of all of your completed trainings in TRAIN Florida. It includes all TRAIN and Non-TRAIN courses.



For detailed information on how to manage your TRAIN Transcript, use this link to the learner question and answer document:
How to Manage My TRAIN Florida Transcript">How to Manage My TRAIN Florida Transcript.

Step 6: To Access your Current Courses

Click on the Current Courses button.



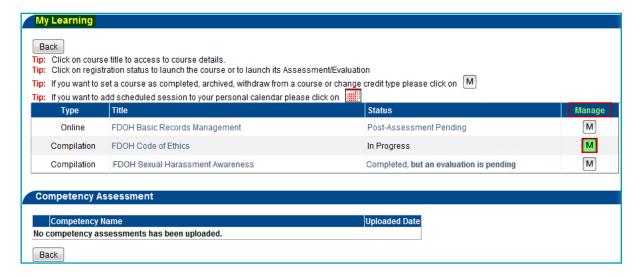




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You will be directed to your **My Learning page**.

This is the listing of all of your <u>incomplete trainings</u> in TRAIN Florida. It includes courses that are In Progress, Post-Assessment Pending, and Evaluation Pending. From this page you have access to manage and complete these courses.



For detailed information on how to manage your TRAIN Florida courses, use these links to the learner question and answer documents: How do I Manage a TRAIN Florida Course? and How do I Complete a Blended Learning Course?

If you have any questions or concerns regarding locating or managing the My Learning tool in TRAIN Florida, please contact your <u>Local TRAIN Florida Administrator</u>.



